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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 December 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 50, 16 December - 22 December 1958

1. Numbers in Clerical Induction Training. During the week of 16 December 1958, there were 39 people in Clerical Induction Training. Of these, 9 were entering for the first time.

2. NEA Special Training. The third tutorial session on Office Protocol and Telephone Techniques for NEA clerical employees was held on 19 December 1958. The Training Officer from that Office has requested the Clerical Orientation staff to conduct an additional session for those trainees who were unable to be present at the originally scheduled training periods. This extra session will be held on 9 January 1959.

3. Clerical Refresher Training Program 84 completed on 19 December 1958. Clerical Refresher Training 84 ended on 19 December 1958 with students enrolled from the following Agency components: DDP, 24; DDI, 19; DDS, 13. The total number of students was 56.

4. Christmas Leave. The majority of the staff members of Clerical Training will be on leave during the Christmas and New Years' holiday period. Classes in Clerical Orientation will be resumed on 6 January 1959 and in Clerical Refresher on 12 January 1959. Skill classes in shorthand and typewriting will be conducted in Clerical Induction through the holiday period; the full class schedule will be resumed on 5 January 1959.

5. Numbers in Clerical Orientation Training. There were 28 people in Clerical Orientation for the week of 16 December 1958.

6. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 16 December 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	1	0
Typewriting	4	2

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7. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-the-job Agency employees on 22 December 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	10	3
Typewriting	9	3



25X1

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